

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: **Municipal Court**

AGENDA DATE: **11/30/04**

CONTACT PERSON/PHONE: **Municipal Clerk, Richarda Duffy Momsen, (915) 541-4127**

DISTRICT(S) AFFECTED: **All**

SUBJECT:

APPROVE: Temporary Appointment for Clerk Typist III.

BACKGROUND / DISCUSSION:

This position is essential for the tasked preparation of charging instruments for Court No. 3, which includes accident and non-accident tickets that are set up for the pre-trial once a month and delinquent citations that are in warrant status, without the charging instrument the prosecution of the cases cannot proceed. A backlog here prevents the setting of trails and the execution of the arrest warrants.

PRIOR COUNCIL ACTION:

No

AMOUNT AND SOURCE OF FUNDING:

Position was funded for FY/05.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

11-30-04

ITEMS TO COUNCIL						
					30-Nov-04	
Temporaries:						
Reason	Position	Dept.	Fund Source	Acct#	Salary	Req#
rep.emp.on leave	Clerk Typ. III (1)	Municipal Clerk	General Fund	11010009-01101-02000	\$798.21	050175
class	Coach Operator Trne	Mass Transit	Buses-Fixed Route	606000003-40345-60000	\$750.92	040309
class	Coach Operator Trne	Mass Transit	Buses-Fixed Route	606000003-40345-60000	\$750.92	040310
class	Coach Operator Trne	Mass Transit	Buses-Fixed Route	606000003-40345-60000	\$750.92	040570
class	Coach Operator Trne	Mass Transit	Buses-Fixed Route	606000003-40345-60000	\$750.92	040830
class	Coach Operator Trne	Mass Transit	Buses-Fixed Route	606000003-40345-60000	\$750.92	040833
Class	Coach Operator Trne	Mass Transit	Buses-Fixed Route	606000003-40345-60000	\$750.92	040835
class	Coach Operator Trne	Mass Transit	Buses-Fixed Route	606000003-40345-60000	\$750.92	040836
Provisionals:						